

## AD 4.4 – Leave Administration, Attachment B

### Modified Leave Accrual

This document outlines parameters for any modified leave accrual rates in City departments.

Department	Pre-K for SA
Affected Employees	All full-time Pre-K for SA (Pre-K) education center staff working less than 220 days per School Year (SY). Pre-K's SY runs from July 1 – June 31.
Modified Leave Parameters	
<b>Annual Leave</b>	<ul style="list-style-type: none"> <li>▪ Affected employees will receive 80 hours of Annual Leave at the start of the SY.</li> <li>▪ The 80 hours of leave will be available for use at the start of the SY, but will accrue at 8 hours per month on the first of each month beginning August 1, and ending May 1. Employees beginning work at any point between August – May will receive 8 hours for their first month worked regardless of the date in the month that they start. No leave is accrued in June or July.</li> <li>▪ If an affected employee separates with the Pre-K prior to the final day of the SY, or begins work after the first day of the SY, Annual Leave shall be prorated based on the month the employee begins/separates work with Pre-K. <ul style="list-style-type: none"> <li>○ For example, an affected employee hired on October 31 will accrue 64 hours of Annual Leave in that SY (8 hours per month for the 8 months from October through May).</li> </ul> </li> <li>▪ Affected employees will have any excess accrued Annual Leave paid out upon separation. If a separated employee has consumed more Annual Leave than was accrued, the employee's final paycheck shall be reduced by any excess hours consumed.</li> <li>▪ Annual Leave not used by the end of SY will be carried over and placed into an "Extended Sick Leave" bucket that can only be used after all other accrued leaves (i.e., Annual and Personal) have been exhausted. Use of leave from the Extended Sick Leave bucket shall be limited to the following purposes: <ul style="list-style-type: none"> <li>○ Use for the City's disability plan after other accrued leaves have been exhausted, but prior to Leave Without Pay (see AD 4.18, Disability Plan for plan info)</li> <li>○ Continuous FMLA use, as outlined in AD 4.20, Family and Medical Leave Act</li> <li>○ Catastrophic Leave use, as approved by the CEO</li> </ul> </li> <li>▪ Carryover into the Extended Sick Leave bucket is capped at 400 hours.</li> <li>▪ Any affected employee transferring/promoting/demoting into a full-time position that is not affected by Pre-K's modified leave accrual will have hours in the Extended Sick Leave bucket transferred into the employee's Annual Leave bucket. The employee will be allowed to carry a balance of over 400 hours in their annual leave bucket until December 31 of that year. Any hours over 400 will be lost at the end of that year.</li> <li>▪ Any full-time employee transferring/promoting/demoting into a position affected by Pre-K's modified leave accrual will have all accrued Annual Leave hours in excess of 80 transferred into an Extended Sick Leave bucket, up to the 400 hour cap. The other 80 hours will remain available for use as Annual Leave. At no time will a Pre-K employee have more than 80 hours available in the Annual Leave bucket.</li> </ul>

<b>Personal Leave</b>	<ul style="list-style-type: none"> <li>The accrual rate for Personal Leave shall be based on the affected employee's tenure as of September 1 of each year. Hours accrued shall be equal to the buyback rate listed in AD 4.4, Leave Administration: <table border="1" data-bbox="383 149 1156 451"> <thead> <tr> <th>Years of Employment as of September 1</th><th>Hours Accrued</th></tr> </thead> <tbody> <tr> <td>Less than 1 year</td><td>0 hours</td></tr> <tr> <td>1 year but less than 2 years</td><td>16 hours</td></tr> <tr> <td>2 years but less than 3 years</td><td>32 hours</td></tr> <tr> <td>3 years but less than 4 years</td><td>48 hours</td></tr> <tr> <td>4 years but less than 5 years</td><td>64 hours</td></tr> <tr> <td>5 years but less than 9 years</td><td>72 hours</td></tr> <tr> <td>9 years and above</td><td>80 hours</td></tr> </tbody> </table> </li> <li>Affected employees will remain eligible for Personal Leave buyback as detailed in AD 4.4, Leave Administration.</li> <li>Any employee transferring/promoting/demoting <i>out of</i> a Pre-K modified leave position into a full-time City position will retain any accrued Personal Leave and will be placed on the City's standard Personal Leave accrual schedule as outlined in AD 4.4, Leave Administration upon transfer.</li> <li>Any full-time City employee transferring/promoting/demoting <i>into</i> a Pre-K modified leave position will retain any accrued Personal Leave but will not accrue additional Personal Leave until the start of the next SY.</li> </ul>	Years of Employment as of September 1	Hours Accrued	Less than 1 year	0 hours	1 year but less than 2 years	16 hours	2 years but less than 3 years	32 hours	3 years but less than 4 years	48 hours	4 years but less than 5 years	64 hours	5 years but less than 9 years	72 hours	9 years and above	80 hours
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<b>Family Wellness/Education Leave</b>	<ul style="list-style-type: none"> <li>Affected employees will receive 16 hours of Family Wellness/Education Leave (FWL) at the start of the SY (or upon hire).</li> <li>Any full-time employee transferring/promoting/demoting into a position affected by Pre-K for SA's modified leave accrual will retain any accrued FWL but will not accrue additional FWL (16 hours) until the start of the next SY.</li> <li>Any employee transferring/promoting/demoting into a full-time position that is not affected by Pre-K's modified leave accrual will retain any unused FWL and will be placed on the City's standard FWL accrual schedule as outlined in AD 4.4, Leave Administration. Effective with the start of fiscal year 2018, at no time will the employee's FWL balance be greater than the standard FWL accrual rate outlined in AD 4.4.</li> </ul>																
<b>Parental Leave</b>	<ul style="list-style-type: none"> <li>Affected non-exempt employees must utilize Paid Parental Leave (PPL) beginning with the birth/placement of the child. New mothers may begin using PPL upon the exhaustion of Short Term Disability approved during non-working days that constitutes the summer break for recovery due to the birth of a child. The PPL benefit continues for a consecutive six week period, unless the employee chooses to use less than six consecutive weeks.</li> <li>Affected non-exempt employees will be paid eight (8) hours for each of the 30 days of parental leave to include any non-working (unscheduled) day that falls within that time frame.</li> <li>In addition to receiving eight (8) hours parental leave on a non-working day, affected non-exempt employees will continue to be paid out the six (6) hours previously banked that were scheduled to be paid out that day.</li> </ul>																
<b>Short and Long Term Disability</b>	<ul style="list-style-type: none"> <li>As mentioned in the Annual Leave section above, an employee may use Extended Sick Leave for disability plan purposes once all other accrued leaves have been exhausted.</li> <li>Employees will not bank reserve hours if Leave Without Pay (LWOP) is used at any time while out on disability.</li> </ul>																
<b>All Other Leave Types</b>	All other AD 4.4, Leave Administration policy guidelines that do not conflict with the parameters in this Attachment remain the same for affected employees. This includes any unmentioned appropriate use and eligibility requirements for the above leave types.																